

All Requests for Stamping, Banners, and Space Reservations must be done through TitanLink.

Complete the form at:

<https://fullerton.campuslabs.com/engage/submitter/form/start/165803>

Guidelines for the Posting of Printed Materials: Flyers

For *ASI ELECTIONS ONLY*

Candidates for ASI elections may post an unlimited number of campaign materials (including flyers, handbills, and stakes) on campus. These flyers may be up only until **March 23rd, 2018**. All items must be removed from campus by the candidates by March 23rd, 2018 and may only be posted in designated areas (detailed below). All campaign materials posted by an ASI candidate **must be approved** by Student Life and Leadership. Approved materials will be designated by a prominent "Post Til" stamp, and will be initialed at Student Life and Leadership's discretion.

For flyers and posters (8 ½" x 11" up to 11" x 17"):
(this includes half or quarter sheets)

Candidates must obtain a "**Post Til**" stamp from the Student Life & Leadership Office (SLL).

Please remember:

- For flyers/posters, the "Post Til" date will be until March 23rd, 2018.

This stamp will indicate to particular locations (ie., buildings, schools, etc.) that you can post in this area. In addition, this stamp will indicate the length of time this flyer/poster should remain posted in the designated area. Please remember, flyers/poster may be taken down before your "Post Til" date due to circumstances outside of our control.

- For handbills (flyers smaller than 8.5 x 11), a "Post Til" stamp is not required as long as they are not being posted in a location.

Do...

- ... **Bring your original flyer to Student Life and Leadership for approval**
- ... **Completely spell out your name** and the position for which you are running
- ... **Clearly show the event name** (i.e., ASI Elections for...)
- ... **Clearly show the date, time and location** if applicable
- ... **Provide a contact** name and phone number or email address.
- ... **Remove expired items, unstamped items, or items which exceed more than one posting per open board.**
- ... **Use tape, thumb tacks, staples on appropriate surfaces** (bulletin boards).

Don't...

- ... Post more than **one (1) flyer/poster per bulletin board**, planter area, dirt spots or bush locations.
- ... Use an acronym/initials instead of your full name or the full name of your organization
- ... Forget to show all necessary details
- ... Put up flyers for events more than one month away (flyers can only be up for 1 month at a time!)
- ... Use inappropriate methods to attach flyers (tape over painted surfaces)
- ... **Use an A-Frame (sandwich board)**
- ... Remove or post over another group's flyers if the approval stamp has not *expired*.

Note: Any flyers found posted lacking the appropriate stamp of approval or found posted in an unapproved location will be **removed immediately**. Individuals or organizations found posting in an unapproved location or without proper approval by Student Life and Leadership will be considered in violation of the CSUF Posting Policy, and subject to the penalties therein.

For more information on the University's Policy on Posting, please visit <http://president.fullerton.edu/directives/>

Approved Posting Locations

Indoors

- **On the numerous open bulletin boards** located inside campus buildings for a 1-month period (i.e., McCarthy Hall, University Hall, Humanities, Titan Student Union, etc.).
- **Having procured prior department permission** to post on departmental or club office bulletin boards

Note: ASI candidates are responsible for removing all expired flyers

Outdoors

- Post information **in conjunction with a table set up in the Central Quad or on Titan Walk to distribute information, promote an event, etc.**
- **Post on wooden stakes that are driven into dirt locations** in campus landscape areas with adherence to the following:
 - Stakes must be no taller than 3 feet.
 - The name of the organization must be printed on the stakes.
 - Stakes must be driven into dirt surfaces only, any grass-covered surface or dirt area within a grass location is **not** allowed.
 - Organizations must provide their own stakes.
 - No more than one poster per planter/landscape area.

Prohibited Posting Locations

- **On union related bulletin boards, Departmental or Office bulletin boards without procuring prior permission from the department/office.**
- **Titan Walk, Performing Arts Promenade, Mihaylo Hall and the Student Recreation Center.**
- All CSUF Parking Structures and Parking Lots.
- On wooden stakes **into any grass-covered surface.**
- **On walls, glass, doors, plywood barriers at construction sites, trees, light poles, permanent signs, ATM machines, atop other signs, telephone booths, vending machines, tables, benches, or any location not listed above.**
- **Sandwich Boards**

Unfortunately, the Student Life & Leadership Office cannot allow the placement of temporary and/or movable structures (sandwich boards) to be used to post flyers or posters due to following issues: safety and aesthetic concerns; they provide a location for unauthorized postings; and because of the potential for the increase in the number of these boards on campus. Club and organization sandwich boards are not allowed with the exception of an easel placed temporarily in conjunction with an event or information table in the Central Quad or Titan Walk.

Guidelines for the Posting of Printed Materials: Banners

For *ASI ELECTIONS ONLY*

Candidates for ASI elections may post banners on campus. Banner space must be reserved by completing a Banner Space Request Form and submitting it to Student Life and Leadership. Banners may NOT be hung for more than **two (2) weeks** (Monday- Sunday). Banners may only be posted in designated areas (detailed below). Candidates may reserve no more than 2 banner space locations. Banner space reservations are available on a first come first served basis which may be determined by lottery if necessary. Every banner posted by an ASI candidate must be approved by Student Life and Leadership. Students whose banner space request is approved will receive a Confirmation of Banner Space Reservation sent via email from Student Life and Leadership. This confirmation will include the name of the location and the dates for which the banner was approved.

Please remember the following guidelines for banners:

- Completely spell out your name and the position for which you are running
- Clearly show the event name (i.e., ASI Elections for...)
- Hang the banner on an approved location
- Hang the banner with string or twine only
- Reinforce banner edges with masking or painter's tape (NO DUCT TAPE)
- Compose the lettering/images on the banner with non-water soluble paint (otherwise the graphics and text will run if it rains)

Please note that any banner in the McCarthy Hall Banner Space must be removed by the end of the day on Monday, March 12th. This location is within 50 feet of a polling station and cannot be utilized during the days of ASI Voting (March 13-March 15).

Do...

- ... **Get all banner content approved** by Student Life and Leadership
- ... **Completely spell out your name** and the position for which you are running
- ... **Clearly show the event name** (i.e., ASI Elections for...)
- ... **Hang the banner on an approved location**
- ... **Hang the banner with string or twine only**
- ... **Reinforce the banner edges** with masking or other thick tape
- ... **Compose the lettering/images on the banner with non-water soluble paint** (otherwise the graphics and text will run if it rains)
- ... **Only hang the banner in your approved location**

Don't...

- ... **Hang the banner for more than (2) weeks**
- ... Hang the banner on any exterior wall, window or door
- ... Hang the banner on any interior wall, window, or door (i.e. student organization campus office)
- ... Hang the banner on any tree, plant, light standard, utility pole, overhead support column
- ... Attach the banner to any sidewalk or ground area
- ... Hang the banner on any railing or fence not described in your approved location
- ... Hang more than one banner per approved location
- ... Hang the banner on top of any pre-existing banner, poster or flyer

No more than 2 banner spaces allowed per candidate

Education Classroom Banner Spaces



McCarthy Hall Banner Spaces

Please note that any banner in the McCarthy Hall Banner Space must be removed by the end of the day on Monday, March 12th. This location is within 50 feet of a polling station and cannot be utilized during the days of ASI Voting (March 13-March 15).



Kinesiology & Health Science (KHS) Banner Spaces



For questions contact:
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